

South Carolina Department of Revenue

Motor Fuel Web-Based Reporting System
Transporter User Guide

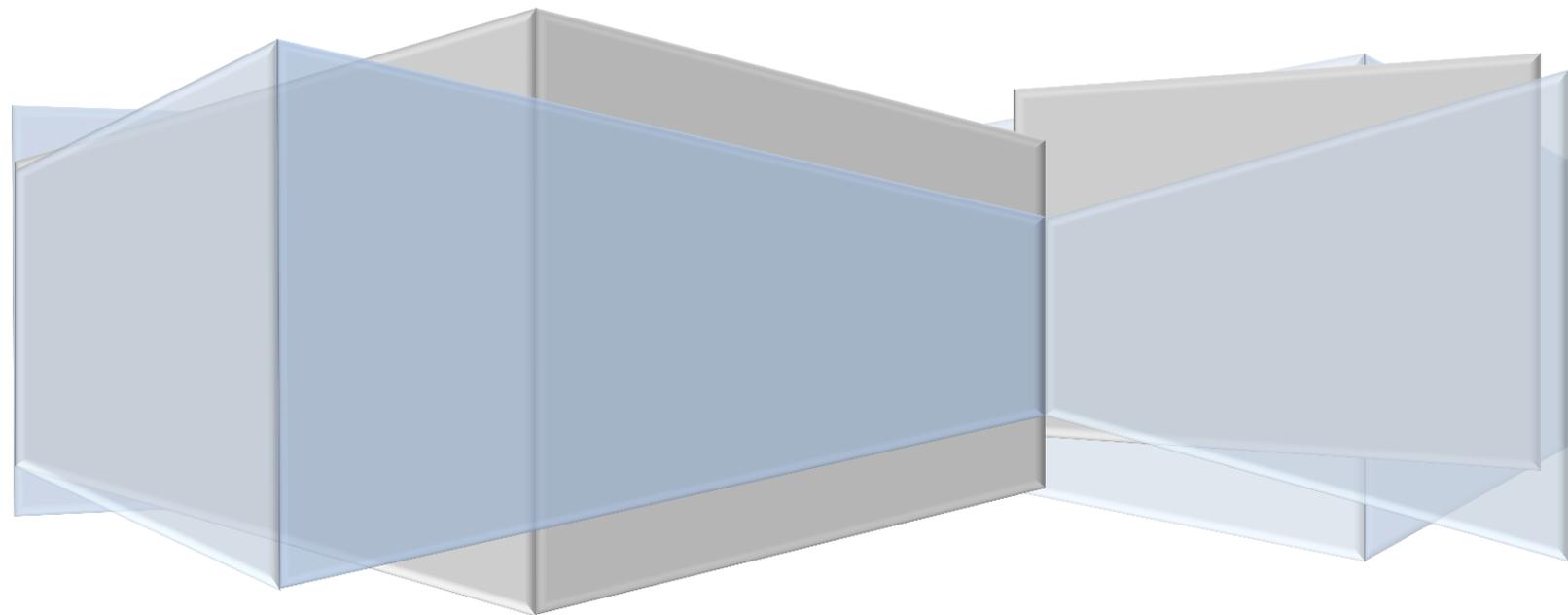


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INTRODUCTION

The South Carolina Department of Revenue has implemented a web-based system to provide filers of Motor Fuel User Fee Returns (Supplier, Terminal Operator, and Transporter) the option to file and remit fees electronically at no charge. The web-based system will be available for the filing of June, 2012, user fee returns which are due to be filed on July 22, 2012. Taxpayers may choose this web-based filing option as opposed to filing tax returns via EDI.

Effective July 1, 2012, specific product codes for gasohol and biodiesel will be required. They are as follows:

Gasohol- E01-E99 replaces "roll-up" product code 124 to reflect the percentage of fuel grade ethanol blended with gasoline. Pure, unblended fuel grade ethanol should be reported as E00, replacing product code 123.

Biodiesel- B01-B99 replaces "roll-up" product codes 284 and 170 to reflect the percentage of biodiesel blended with undyed diesel fuel. Pure, unblended biodiesel should be reported as B00.

Biodiesel- D01-D99 replaces "roll-up" product codes 284 and 171 to reflect the percentage of biodiesel blended with dyed diesel fuel. Pure unblended, dyed biodiesel should be reported as D00.

Per SC Code Section 12-28-1400(A), all Suppliers, Terminal Operators and Transporters are mandated to file their motor fuel returns "in the manner provided by the Department."

All Supplier reporting payments accompanying Motor Fuel transactions, **via web or EDI**, must be submitted through the Electronic Funds Transfer (EFT) Program. The EFT Program for Motor Fuel is a separate program from the EDI Program. For further information regarding the EFT program, please see the EFT Program guide located on our website under Motor Fuel/E-Services.

Registration

To register for web filing, complete the D-155 Registration application located on our web site at www.sctax.org, select Motor Fuel/E-Services. If assistance is required with the registration process, please contact:

Electronic Services

Help Desk (Columbia area)	803-896-1715	Help Desk (Toll Free)	1-800-476-0311
E-mail Address	edi@sctax.org	FAX	803-896-1779
Mailing Address	South Carolina Department of Revenue EFT/EDI Help Desk Columbia SC 29214-0016		

Filing Returns

If assistance is required for filing motor fuel returns via the web-based system, please contact:

Motor Fuel Section

Filing Assistance	803-896-1990
E-mail Address	motfuellic@sctax.org

To Sign In, you will need user Id and password from DOR Electronic Services.

User Name: Password:

 *South Carolina Department of Revenue*

Password Assistance

Now you will need to change password.

Enter current password (password that was given)

Enter New password (create)

Confirm New Password

Click change password

[User Profile](#)

Your password has expired. Please enter a new password.

[Change Password](#)

Current Password:

New Password:

Confirm New Password:

[Change Profile](#)

Current Password:

Email Address:

Security Question:

Security Answer:

Now change profile.

Enter current password (the new password that you choose)

Security Question: select from list

Enter Security Answer

Click update profile

[User Profile](#)

Your password has expired. Please enter a new password.

Your password has been changed.

[Change Password](#)

[Change Profile](#)

Current Password:

Email Address:

Security Question:

Security Answer:

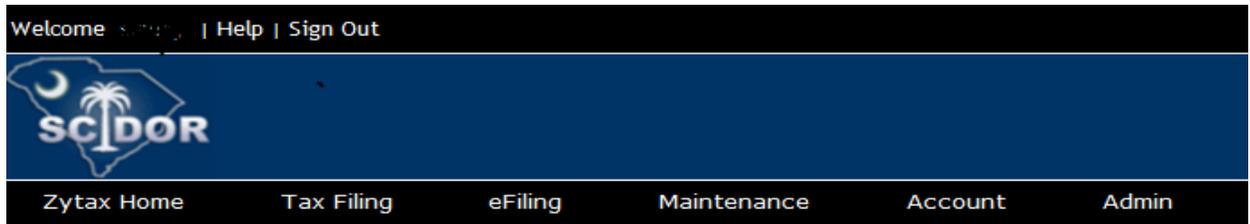
Business Entities and the Master Company Data Base

Many business entities are already set up in the Department of Revenue’s motor fuel data base. All licensed motor fuel accounts that are not sole proprietors will appear in the drop down boxes needed to schedule transactions.

Only business entities for Master Company ID 0 may be viewed by all users. When a filer adds a business entity it is not entered into the Master Company. Only the filer and the Department of Revenue may view business entities entered by a filer.

Before creating a filer business entity, review the Motor Fuel Data Base using the following steps:

1. From the Zytax Home Page choose the Maintenance Tab



2. From the drop down menu choose Business Entities

Business Entities							
Add New Record							
Master Company ID	Legal Name	Id Type	Id Code	Custom Id	Effective Date	Obsolete Date	City
172	Best Oil Company	FEIN	999000999		01/01/2009		
172	Carrier A	FEIN	789789789		01/01/2009		
172	Carrier B	FEIN	888080888		01/01/2009		
172	Carrier C	FEIN	111080111		01/01/2009		
172	Fuel Dealer	FEIN	222000222		01/01/2009		
172	Fuel Transporter	FEIN	234565432		01/01/2009		
172	Independant Petroleum Company	FEIN	999111999		01/01/2009		
172	Petroleum Dealer	FEIN	111000999		01/01/2009		
172	Quality Petroleum Company	FEIN	444777999		01/01/2009		
172	Tank Lines	FEIN	444222444		01/01/2009		

3. Review the entity names to determine if the filer entities exist in the Master Company. Use the Filter Option located at the far right to create a filter to speed the verification.

Business Entities							
Filter Refresh							
Custom Id	Effective Date	Obsolete Date	City	Region/State	Country	Updated Date	

- Click on any company row and choose the Business Accounts Tab to see what business types have been assigned in the Master Company.

Zytax - Business Entity *South Carolina Department of Transportation*

Legal Name: col 2 Effective Date: 5/1/2011
 Trade Name: col 2 Obsolete Date:
 Name Control: Id Type: FEIN
 Custom Id Code: Id Code: 290000000

Address Business Accounts Business Entity Alternates Schedule Profiles

Add New Record Filter | Refresh

	ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind	
	12062	United States	*	Buyer	None		05/01/2011			290000000	M	✗
	12074	United States	*	Carrier	None		05/01/2011			290000000	M	✗
	12075	United States	*	Consignor	None		05/01/2011			290000000	M	✗
	12076	United States	*	PositionHolder	None		05/01/2011			290000000	M	✗
	12077	United States	*	Seller	None		05/01/2011			290000000	M	✗

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Only enter a business entity if it does not already exist for the required business type (buyer, seller, etc.) in the Master Company.

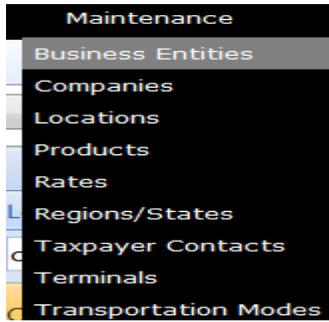
Please contact the Motor Fuel Section at 803-896-1990 for assistance or questions concerning business entities.

Business Entities – Add New Record

Business Entity information will only be entered once. Business entities are companies or individuals that the filer does business with whose information is required for completing the schedule information for a return. Examples are Consignor, Seller,

Click on the Maintenance tab

Select Business Entities from drop down box



Click Add New Record

Business Entities							
Add New Record							
Master Company ID ▾	Legal Name	Id Type	Id Code	Custom Id	Effective Date	Obsolete Date	City
172	Best Oil Company	FEIN	999000999		01/01/2009		
172	Carrier A	FEIN	789789789		01/01/2009		
172	Carrier B	FEIN	888080888		01/01/2009		
172	Carrier C	FEIN	111080111		01/01/2009		
172	Fuel Dealer	FEIN	222000222		01/01/2009		
172	Fuel Transporter	FEIN	234565432		01/01/2009		
172	Independant Petroleum Company	FEIN	999111999		01/01/2009		
172	Petroleum Dealer	FEIN	111000999		01/01/2009		
172	Quality Petroleum Company	FEIN	444777999		01/01/2009		
172	Tank Lines	FEIN	444222444		01/01/2009		

Then 'Add New Record' icon is used to create a new business entity.

In following fields enter: **Company Legal Name, Trade name, Effective Date, ID type (click dropdown box to select type) and Id Code (FEIN or Social Security Number)**

Then click Insert

Maintenance Account Zytax - Business Entity

Legal Name Effective Date

Trade Name Obsolete Date

Name Control Id Type

Custom Id Code Id Code

Address

Address Line 1

Address Line 2

City

Country

Region/State

Postal Code

County

Alternate Jurisdiction

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Determine if the entity will be entered as one or more of the following:

Consignor – Company/individual that hired filer as the carrier/transporter.

(If the filer transporters their own product, enter the filer company as a consignor.)

Seller – Terminal supplier that shows as the supplier on the terminal issued bill of lading.

Buyer – Company/Individual to whom the product was delivered.

Next click Business Accounts tab

Click Add New Record

Zytax - Business Entity

Legal Name Effective Date

Trade Name Obsolete Date

Name Control Id Type

Custom Id Code Id Code

Address Business Accounts Business Entity Alternates

Record inserted.

Add New Record Filter Refresh

	ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind	
	39527	United States	*	Buyer	None		06/01/2010			123123123	M	

For Business Type click on drop down button

Legal Name: JJJ Bus Ent
 Trade Name: JJJ Bus Ent
 Name Control: JJJ
 Custom Id Code: []
 Effective Date: 6/1/2010
 Obsolete Date: []
 Id Type: FEIN
 Id Code: 123123123

Address | Business Accounts | Business Entity Alternates

Add New Record Filter Refresh

ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind
	United States	*	Buyer	None		6/1/2010			123123123	

No records to display.

From the drop down menu select the business type that describes the business entity. When your company has more than one relationship with that business entity you will need to click on Add New Record to assign the business type based on each relationship with the entity.

Buyer
 Carrier
 Consignor
 Position Holder
 Seller

Click on checkmark to insert



Below is an example of a business entity assigned with all business types.

Legal Name: col 2
 Trade Name: col 2
 Name Control: []
 Custom Id Code: []
 Effective Date: 5/1/2011
 Obsolete Date: []
 Id Type: FEIN
 Id Code: 290000000

Address | Business Accounts | Business Entity Alternates | Schedule Profiles

Add New Record Filter Refresh

ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind
12062	United States	*	Buyer	None		05/01/2011			290000000	M
12074	United States	*	Carrier	None		05/01/2011			290000000	M
12075	United States	*	Consignor	None		05/01/2011			290000000	M
12076	United States	*	PositionHolder	None		05/01/2011			290000000	M
12077	United States	*	Seller	None		05/01/2011			290000000	M

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Creating Return/Tax Session

From the Tax Filing tab
Select Tax Sessions from dropdown list



Click Add New Record



Select Transporter from the Taxpayer Type dropdown list.
Enter the begin period covered date for the return.
Click outside the entry field and the End Period Date will be populated.
Click the create session button.

The screenshot shows a "Create Session" form. The fields are: Country (United States), Jurisdiction (South Carolina), Taxpayer Type (Transporter), Terminal Code (Select a Terminal), Begin Period Date (4/1/2012), End Period Date (4/30/2012), Sequence (0), and Original session (Original session). A "Create Session" button is at the bottom. The footer text reads "Copyright © 2005 - 2012 FuelQuest".

Close out the Record inserted menu

Country: United States
Jurisdiction: South Carolina
Taxpayer Type: Transporter
Terminal Code: Select a Terminal
Begin Period Date: 4/1/2012
End Period Date: 4/30/2012
Sequence: 0
Original session

Create Session

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Right click on the row for the Transport session that was added
From context menu, select Schedule Transactions

Taxpayer Type	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Transporter	04/01/2012	04/30/2012	0	05/22/2012	0	Yes	
Transporter	02/29/2012	02/29/2012	0	03/22/2012	0	Yes	

Context Menu:

- Schedule Transactions
- Transaction Validation
- Generate Return
- View Tax Return
- File Tax Return
- Create Amendment
- Unfile Tax Return
- Delete All Transactions
- Delete Tax Session
- Data File Upload

Select schedule type from dropdown list to add.
Next, click Add New Record

-
- 14A: Total of All Deliveries of Fuels from a Point Inside South Carolina to a Point Outside South Carolina
 - 14A: Total of All Deliveries of Fuels from a Point Inside South Carolina to a Point Outside South Carolina
 - 14B: Total of All Deliveries of Fuels from a Point Outside South Carolina to a Point Inside South Carolina
 - 14C: Total of All Deliveries of Fuels Between Two Points in South Carolina

Enter all schedule information requested on the entry screen.

Click Insert to accept entry.

Some data will remain from the previous transaction to speed the entry process.

02/01/2012 - 02/29/2012 Sequence 0 Zytax - Schedule Transaction

Schedule Code: 14A: Total of All Deliveries of Fuels from a Point Inside South Carolina to a Point Outside South

Product Code: [Dropdown]

Consignor: [Dropdown]

Seller: [Dropdown]

Mode: [Dropdown]

Origin: [Dropdown]

Buyer: [Dropdown]

Destination: [Dropdown]

Bill of Lading Date: [Text] [Calendar Icon]

Document Number: [Text]

Gross Gallons: [Text]

Net Gallons: [Text]

Insert

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If the entity information needed for the schedule transaction does not appear in the drop down box, stop and enter the entity in Business Entities. Complete the steps for entering a business entity (page4) and then return to the tax session and begin scheduling transactions again.

Once all information is inserted for the schedule type selected, click on the closed button (red X). If additional schedules are needed for another schedule type, select schedule type from dropdown list. Next, click Add New Record and enter the information. Once all schedules have been added for each load, click on the closed button.

14A: Total of All Deliveries of Fuels from a Point Inside South Carolina to a Point Outside South Carolina

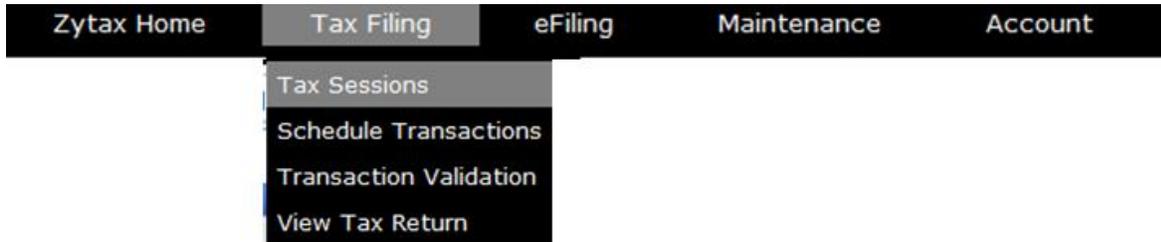
14A: Total of All Deliveries of Fuels from a Point Inside South Carolina to a Point Outside South Carolina

14B: Total of All Deliveries of Fuels from a Point Outside South Carolina to a Point Inside South Carolina

14C: Total of All Deliveries of Fuels Between Two Points in South Carolina

Session Details

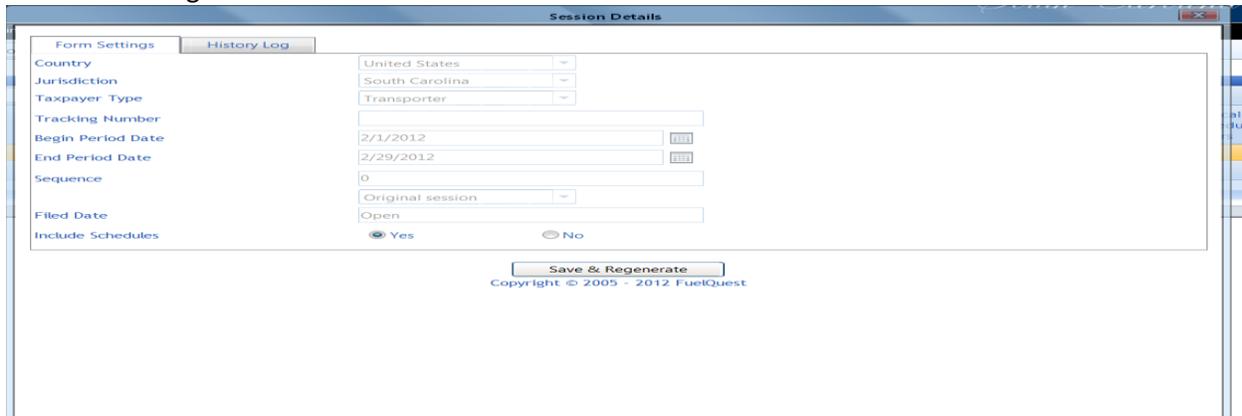
From the Tax Filing tab, select Tax Sessions



Right click on the row for the Transport session that was added
From context menu, select Session Details



Select yes, which will include schedules
Click Save & Regenerate

A screenshot of the 'Session Details' form. The form has two tabs: 'Form Settings' and 'History Log'. The 'Form Settings' tab is active. The form contains several fields: 'Country' (United States), 'Jurisdiction' (South Carolina), 'Taxpayer Type' (Transporter), 'Tracking Number' (empty), 'Begin Period Date' (2/1/2012), 'End Period Date' (2/29/2012), 'Sequence' (0), 'Original session' (dropdown menu), 'Filed Date' (Open), and 'Include Schedules' (radio buttons for Yes and No). The 'Yes' radio button is selected. At the bottom of the form, there is a 'Save & Regenerate' button and a copyright notice: 'Copyright © 2005 - 2012 FuelQuest'.

The system will then show record updated



Record updated.

Click the X button to close



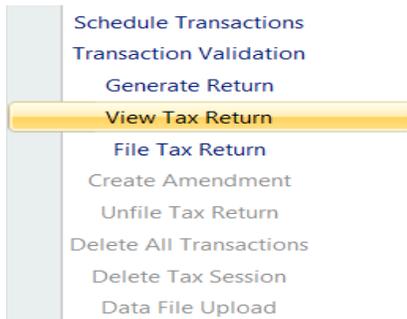
Click refresh several times

Group By Filter Refresh		
Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running
Group By Filter Refresh		
items 1 to 1 of 1.		

Until return status shows passed

Group By Filter Refresh	
Return Status	
Passed	

Right click on the row for the Transport session that was added
From context menu, select View Tax Return



Review return



File Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Transporter session that was added
From context menu, select File Tax Return

Taxpayer Type	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Transporter	05/01/2012	05/31/2012	0	06/22/2012	0	No	Passed

Group By | Filter | Refresh

1 Change items 1 to 1 of 1.

Context menu options: Schedule Transactions, Transaction Validation, Generate Return, View Tax Return, File Tax Return

Check the agree button
Click on Submit

File Tax Return

Filing Status: Open
Tax Return: Transporter
Terminal:
Tax Session Date: 5/1/2012 - 5/31/2012
Filing Due Date: 6/22/2012
Return Status: Passed

Electronic Acknowledgement
By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

I agree to the conditions of this submittal.

Submit

Tax Return Confirm and filed

Tax Return Confirmation

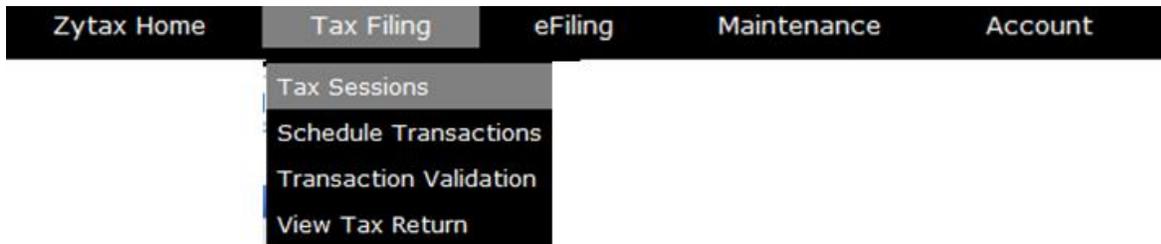
Tax Return:

Filing Status:	Filed
Tax Return:	Transporter
Terminal:	
Tax Session Date:	5/1/2012 - 5/31/2012
Filing Due Date:	6/22/2012
Return Status:	Running
Date Filed:	5/3/2012 10:28:56 AM
Return Tracking Number:	1212400001

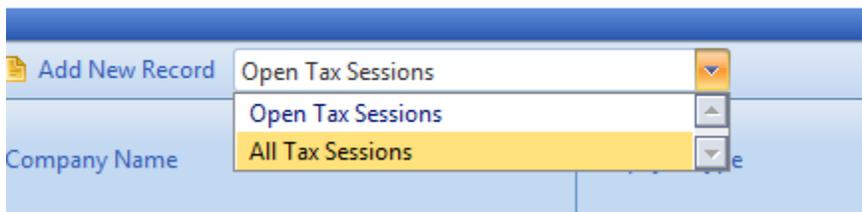
* Please note the tracking number(s) for your records.

Creating Amended Return

From the Tax Filing tab, select Tax Sessions from dropdown list

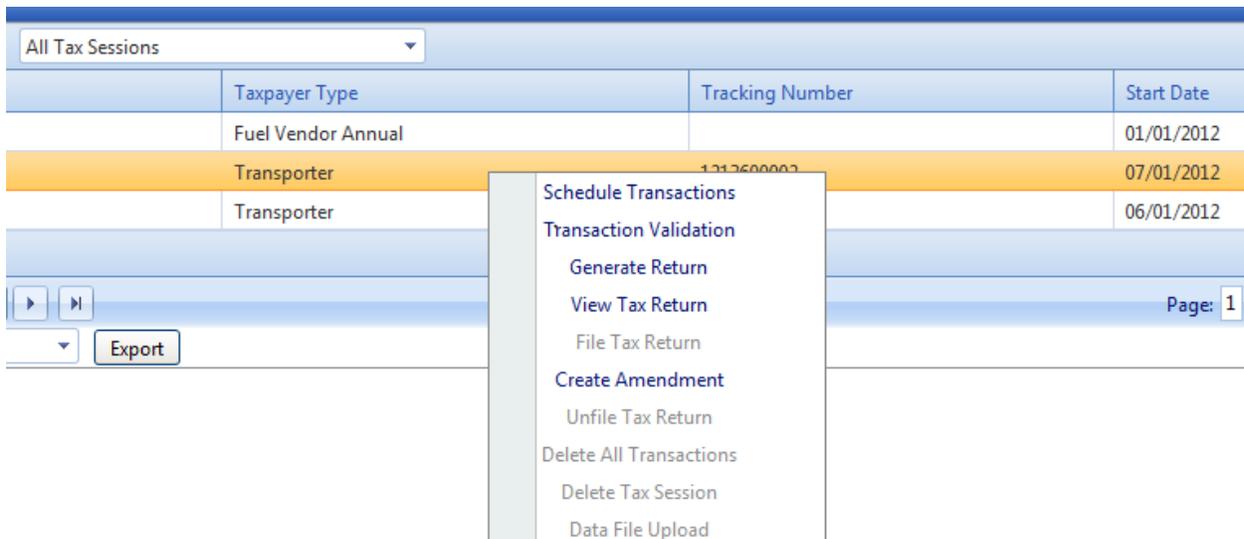


Change selection from "Open Tax Sessions" to "All Tax Sessions"



Select return session to be amended and click on the row to display the drop down menu.

Choose Create Amendment



Next, click Create Amendment

Company	77
Country	USA
Jurisdiction	SC
Taxpayer Type	TRN
Begin Period Date	8/1/2011
End Period Date	8/31/2011
	Amended session <input type="button" value="v"/>
Sequence	0
Filed Date	8/31/2011

Create Amendment

Record inserted

Record inserted.

Company	77
Country	USA
Jurisdiction	SC
Taxpayer Type	TRN
Begin Period Date	8/1/2011
End Period Date	8/31/2011
	Amended session <input type="button" value="v"/>
Sequence	1
Filed Date	8/31/2011

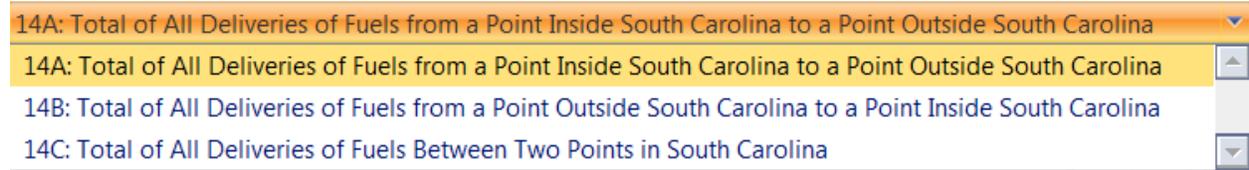
Create Amendment

From the Tax Filing tab, select Schedule Transactions from dropdown list



Select schedule type from dropdown list to add.

Next, click Add New Record



Enter amended information

Click Insert

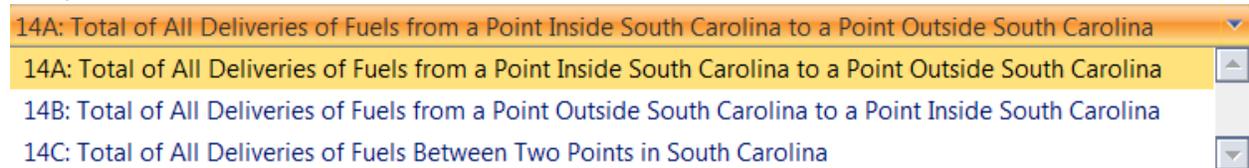
A schedule must be added for each load and each product type.

A screenshot of a software window titled "Zytax - Schedule Transaction". The window contains a form with the following fields: "Schedule Code" (with a dropdown menu showing "14A: Total of All Deliveries of Fuels from a Point Inside South Carolina to a Point Outside South Carolina"), "Product Code" (dropdown), "Consignor" (dropdown), "Seller" (dropdown), "Mode" (dropdown), "Origin" (dropdown with a folder icon), "Buyer" (dropdown), "Destination" (dropdown with a folder icon), "Bill of Lading Date" (text field with a calendar icon), "Document Number" (text field), "Gross Gallons" (text field), and "Net Gallons" (text field). At the bottom of the form is an "Insert" button. Below the button is the text "Copyright © 2005 - 2012 FuelQuest".

Once all amended information is inserted for that schedule type, click on the closed button.

If additional schedules are needed for another schedule type, select schedule from dropdown list to add.

Next, click Add New Record

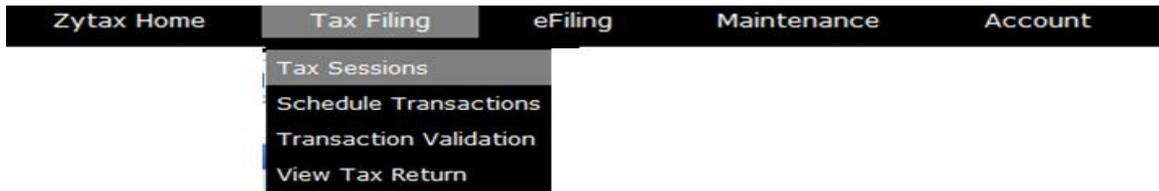


Enter amended information

Click Insert

Once all schedules have been added for each load, click on the close button

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Transporter session that was added
From context menu, select Session Details

Taxpayer Description	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	
Transporter			/2012	09/30/2012	0	10/22/2012	10/09/2012	↻
Transporter			/2012	08/31/2012	0	09/24/2012	10/15/2012	↻
Transporter			/2012	07/31/2012	0	08/22/2012	10/15/2012	↻
Transporter			/2012	06/30/2012	0	07/23/2012	10/15/2012	↻
Transporter			/2012	05/31/2012	0	06/22/2012	09/12/2012	↻
Transporter			/2012	04/30/2012	0	05/22/2012	04/30/2012	↻
Transporter			/2012	03/31/2012	0	04/23/2012	03/31/2012	↻

- Schedule Transactions
- Transaction Validation
- Session Details
- View Tax Return
- File Tax Return
- Create Amendment
- Unfile Tax Return
- Delete All Transactions
- Delete Tax Session
- Data File Upload
- Query Session

Select yes, which will include schedules
Click Save & Regenerate

Form Settings Form Manual Entry History Log

Country: United States

Jurisdiction: South Carolina

Taxpayer Type: Transporter

Tracking Number:

Begin Period Date: 7/1/2012

End Period Date: 7/31/2012

Sequence: 1

Amended session:

Filed Date: Open

Include Schedules: Yes No

Return Calculation Method: Current

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The system will then show record updated

Session Details

Record updated.

Click the X button to close



Click refresh several times

Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running

Group By | Filter | Refresh

items 1 to 1 of 1.

Until return status shows passed

Right click on the row for the Transport session that was added
From context menu, select View Tax Return

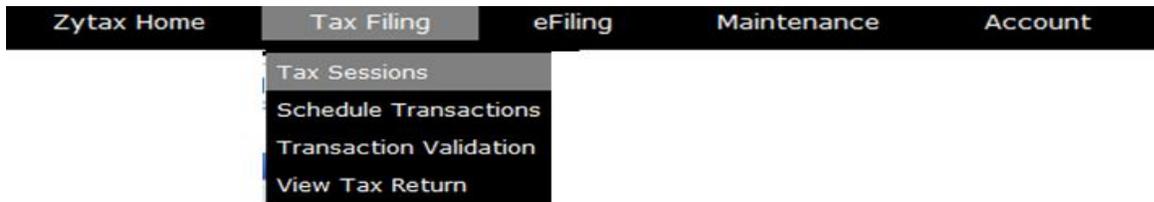
Taxpayer Type	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Transporter	[REDACTED]	10/01/2012	10/31/2012	0	11/22/2012	06/07/2012	Passed
Transporter	[REDACTED]	10/01/2012	10/31/2012	1	11/22/2012		
Transporter	[REDACTED]	09/01/2012	09/30/2012	0	10/22/2012	06/07/2012	Passed
Transporter	[REDACTED]	09/01/2012	09/30/2012	1	10/22/2012		
Transporter				2	08/31/2012		Passed
Transporter				2	07/31/2012		Passed
Transporter				2	07/31/2012		Passed
Transporter				2	06/30/2012		Passed
Transporter				2	06/30/2012		Passed
Transporter				2	05/31/2012		Passed
Transporter				2	05/31/2012		Passed
Transporter				1	09/30/2011		Passed
Transporter				1	08/31/2011		Passed
Transporter				1	08/31/2011		Passed

Review amended return

		Amendment 1 Current	
1350		STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE MOTOR FUEL TRANSPORTER MONTHLY RETURN Mail to: SC Department of Revenue, Motor Fuel, Columbia, SC 29214-0132	L-2176 (Rev. 9/8/11) 4330

File Amended Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Transporter session that was added.

From context menu, select File Tax Return

Taxpayer Type	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Transporter	05/01/2012	05/31/2012	0	06/22/2012	0	No	Passed

Context menu options: Schedule Transactions, Transaction Validation, Generate Return, View Tax Return, File Tax Return (highlighted).

Additional UI elements: Group By | Filter | Refresh, 1 Change, items 1 to 1 of 1.

Check the agree button

Click on Submit

File Tax Return

Filing Status:

Tax Return:

Terminal:

Tax Session Date:

Filing Due Date:

Return Status:

Electronic Acknowledgement

By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

I agree to the conditions of this submittal.

Tax Return Confirm and filed

Tax Return Confirmation

Tax Return:

Filing Status:	Filed
Tax Return:	Transporter
Terminal:	
Tax Session Date:	7/1/2012 - 7/31/2012
Filing Due Date:	8/22/2012
Return Status:	NotStarted
Date Filed:	6/8/2012 1:40:30 PM
Return Tracking Number:	1216000004

* Please note the tracking number(s) for your records.

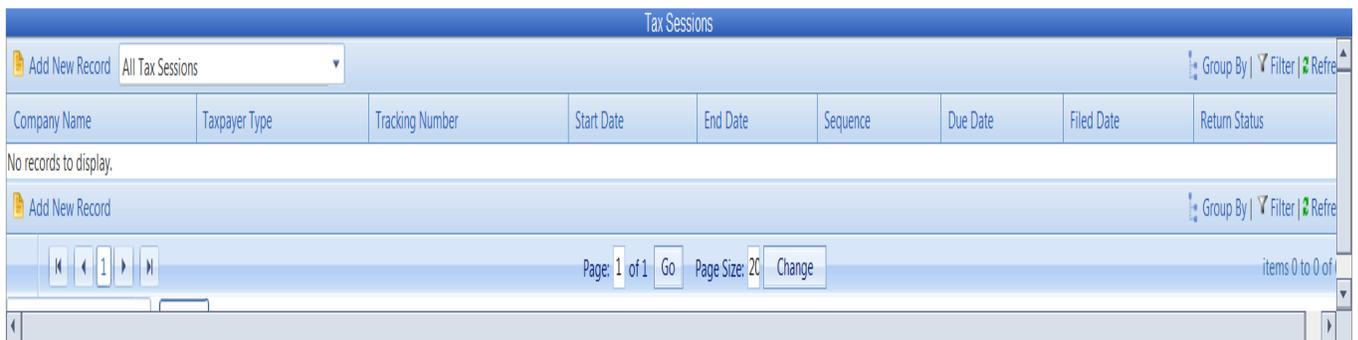
Filing a Zero Return

Click on the Tax Filing tab

Select Tax Sessions from dropdown list



Click Add New Record



Select the Transporter from Taxpayer Type dropdown list

Enter the begin period covered date for the return

Click create session

The screenshot shows a form titled 'Zytax - Create Session'. The form contains the following fields and values:

- Country: United States
- Jurisdiction: South Carolina
- Taxpayer Type: Transporter
- Terminal Code: Select a Terminal
- Begin Period Date: 9/1/2012
- End Period Date: 9/30/2012
- Sequence: 0
- Original session: Original session

At the bottom of the form is a 'Create Session' button and the text 'Copyright © 2005 - 2012 FuelQuest'.

Close out the Record inserted menu

Country: United States
Jurisdiction: South Carolina
Taxpayer Type: Transporter
Terminal Code: Select a Terminal
Begin Period Date: 9/1/2012
End Period Date: 9/30/2012
Sequence: Original session

Create Session
Copyright © 2005 - 2012 FuelQuest

Right click on the period covered again and select Session Details from drop down list

- Schedule Transactions
- Transaction Validation
- Session Details**
- View Tax Return
- File Tax Return
- Create Amendment
- Unfile Tax Return
- Delete All Transactions
- Delete Tax Session
- Data File Upload
- Query Session

Select no, which will not include schedules

Click Save & Regenerate

Form Settings | Form Manual Entry | History Log

Country: United States
Jurisdiction: South Carolina
Taxpayer Type: Transporter
Tracking Number:
Begin Period Date: 9/1/2012
End Period Date: 9/30/2012
Sequence: 0
Original session
Filed Date: Open
Include Schedules: Yes No

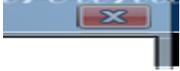
Save & Regenerate
Copyright © 2005 - 2012 FuelQuest

The system will then show record updated

Session Details

Record updated.

Click the X button to close



Click refresh several times

Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running

Group By | Filter | Refresh

items 1 to 1 of 1.

Until return status shows passed

Right click on the row for the Transporter session that was added
From context menu, select View Tax Return

- Schedule Transactions
- Transaction Validation
- Generate Return
- View Tax Return**
- File Tax Return
- Create Amendment
- Unfile Tax Return
- Delete All Transactions
- Delete Tax Session
- Data File Upload

Review return



Next, File Tax Return

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Transport session that was added

From context menu, select File Tax Return

Taxpayer Type	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Transporter	05/01/2012	05/31/2012	0	06/22/2012	0	No	Passed

Context menu options: Schedule Transactions, Transaction Validation, Generate Return, View Tax Return, File Tax Return

Check the agree button

Click on Submit

File Tax Return

Filing Status: Open
Tax Return: Transporter
Terminal:
Tax Session Date: 5/1/2012 - 5/31/2012
Filing Due Date: 6/22/2012
Return Status: Passed

Electronic Acknowledgement
By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

I agree to the conditions of this submittal.

Tax Return Confirm and filed

Tax Return Confirmation

Tax Return:
Filing Status: Filed
Tax Return: Transporter
Terminal:
Tax Session Date: 5/1/2012 - 5/31/2012
Filing Due Date: 6/22/2012
Return Status: Running
Date Filed: 5/3/2012 10:28:56 AM
Return Tracking Number: 1212400001

* Please note the tracking number(s) for your records.